

I.	<u>Position Title:</u> Custodian- Alta Canyon Sports Center (PT non-benefitted)	<u>Revision Date:</u> 11/15 <u>EEO Category:</u> Service-Maint. <u>Status:</u> Non-Exempt <u>Control No:</u> 55920
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II.	<u>Summary Statement of Overall Purpose/Goal of Position:</u>	
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Under general supervision of the Facilities Manager and the Alta Canyon Facilities Maintenance Mechanic Crew Leader, assists in the maintenance and cleaning of Alta Canyon Sports Center.

III.	<u>Essential Duties:</u>	
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- Assists in building custodial maintenance and work order completion.
- Cleans, vacuums, and empties trash.
- Dusts and spot washes walls and work surfaces.
- Operates a vacuum & carpet cleaner.
- Cleans restrooms, sanitizes fixtures, re-stocks paper, and mops.
- Prepares rooms for meetings and events.
- Buffs and waxes floors.
- Removes snow.

IV.	<u>Marginal Duties:</u>	
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- Locks and unlocks buildings.
- Responds to building emergencies.
- Reports problems, unsafe conditions, and/or defective lights and equipment.
- May include some crew leader duties.
- Performs other related duties as assigned.

V.	<u>Qualifications:</u>	
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Education: At least two years of high school completed preferred but not required.

Experience: One year of experience in custodial or related duties preferred but not required; experience using automated equipment preferred but not required.

Knowledge of: Cleaning techniques, safety practices; Material Safety Data Sheets (MSDS) preferred but not required.

Responsibility for: Assisting in keeping City facilities clean; safety of City employees and visiting public as related to the performance of duties.

Communication Skills: Communicating effectively verbally; understanding and following directions.

Tool, Machine, and Equipment Operation: May require the use of automatic carpet cleaner, mop, and sweeper.

Analytical Ability: Must be able to work as a team, helping other employees and the public; must be able to work independently; must be able to recognize unacceptable conditions and correct them with a minimum of direction. Meticulous persons preferred; must be able to follow directions and complete a daily routine as specified.

VI. Working Conditions:

Physical Demands: Generally comfortable working conditions; moderate exposure to unpleasant and hazardous working conditions including the handling of hazardous materials; regular kneeling, bending and stooping; occasional heavy (45 pounds and over) lifting and carrying; Evening, weekend and holiday work required.

Work Environment: Generally comfortable working conditions. The noise level in the work environment is usually moderate, with occasional increased noise exposure. Occasional exposure to stressful situations as a result of human behavior and deadlines. Evening, weekend and holiday work required and some 24-hour emergency calls required.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____